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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 9 OCT 1957

FROM : Chief, Supply Division

SUBJECT: Filing Equipment Requested on Purchase Order 58-2050, SMS Requisition 114-58

REF : Your Memorandum dated 18 September 1957 to C/GPB/PD/OL

1. We have been advised that your office recommends suspension of our requisition SMS 114-58 which covers 116 ea. cap. size filing cabinets for stock, until after the first of next year. We would like to bring the following supply data to your attention.

## Stock Position 23 Sept. 1957

Stock Level	On Hand Balance	Due In Balance	Due Out Balance
128	23	86	26

PROCUREMENT LEAD TIME IS APPROXIMATELY 8-9 MONTHS

## Issue Analysis of Previous Year

Period	Hqs. Issues	Field Issues	Totals
Jul - Sept 56	0	5	5
Oct - Dec 56	5	83	88
Jan - Mar 57	108	45	153
Apr - Jun 57	22	3	25
Totals	135	136	271

2. We concur with you that existing filing equipment should be better utilized and believe that your office is in a position to enforce this policy in the headquarters area. We should like to point out that even if no issues are made to any headquarters element during the next nine months and presuming field requirements remain at the same level as during the period October 1956 to June 1957, approximately 15 per month, our stocks will be exhausted in March of 1958. If we initiate replenishment of our stocks in January of 1958 we will not receive file cabinets until September. In event of high priority field requirements for secure filing cabinets this situation could result in our inability to fill valid field requirements on a timely basis resulting in a possible disadvantageous operational position.

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3. In view of the above, and the fact that this is the only four drawer filing cabinet which is approved by the Office of Security for field use, it is requested that your recommendations be reconsidered.

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Distribution:

Orig & 1 - Addressee  
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